



MINUTES

November 12, 2008

8:30 a.m. – 10:30 a.m.

Missouri Department of Higher Education

The meeting was called to order at 8:30 a.m. by Janelle Jaegers and Bridget White.

The State of the Recruiting Art: A Complete Strategy – Ed Houck & Beverly Wheeler

Ed Houck and Beverly Wheeler, both from Monster.com, gave a presentation on the services Monster provides.

For the complete presentation, please refer to the 'Meeting Minutes & Handouts' on the SHRMC website (www.shrmc.mo.gov).

Resources Available to HR Professionals – Sarah Irwin

Sarah Irwin, of the Missouri State Library, gave a presentation on the library resources available for State HR Professionals.

- Role of Reference Services
 - Select and provide access to key research materials needed by state employees.
 - Offer research assistance for state employee research projects and requests.
 - Provide tutorials and training sessions on using electronic databases, catalogs, and other research-related information sources, such as the U.S. Census website.
 - Available to any state employee – new employee packet, brochures available.
- Evolving Approach to Information Delivery
 - Few state employees have the luxury of time to come to the library to do necessary research.
 - Reference Services has increasingly changed the delivery of services and information from print to electronic.
 - Many of the resources that are offered can be searched online from the web page or provided to the state employee from their desktop.
- Academic Search Elite
 - A product of EBSCOhost
 - Contains a large number of articles from numerous publications, including magazines, journals, and newspapers and reports.
 - Good for primary searches when you're just starting your research.

- Subject-Specific Databases
 - Some databases and resources available from the databases are discipline-specific.
 - *Business Source Premier*, also a product of EBSCOhost, includes only business-related publications.
- Training Media Collection
 - Collection of DVDs and VHS training materials over subjects such as harassment, diversity, customer service skills and leadership.
 - Check-out limited to two titles at a time.
 - Must pick up and drop off in person.
 - High replacement cost because of purchased public use rights.

Sarah emphasized to the group to never pay for a piece of information, whether it be a journal article, report, newspaper article, book, etc. before talking to Reference Services at the State Library. If they cannot find it in the catalog or database, they have partnered with other libraries in which they can request the material from.

To see the PowerPoint presentation and the Training Media Collection, please refer to the 'Meeting Minutes & Handouts' in the November section on the SHRMC website (www.shrhc.mo.gov).

OA Personnel

No agenda items.

OA Accounting – Libbie Farrell

Libbie informed the group that there are three pay cycles left until the end of the year. If there are any address changes, computed wage changes, or any other corrections, they need to be completed as soon as possible.

She mentioned that if your agency has new employees who have not yet signed up for direct deposit; you should have received an email.

Libbie also talked about the upcoming deduction upload. This will happen the later part of December for the MCHCP deductions and voluntary products. She also stated that there are 350 employees who have vision service that is not with MCHCP, and there will be a mini-enrollment because the rates are going up and employees have not yet been notified. MCHCP will contact these employees regarding their vision service.

Other information

Barb Shimmens, of the Attorney General's office, gave an update on the discussion from the last meeting in regards to an agency releasing information about an employee when another agency calls for a reference check.

Barb stated that if an agency has an employee that has been terminated and it is documented in their personnel file, then they can share with other employers without legal recourse. If it is not properly documented in their file, the agency cannot provide the information.

If an applicant signs their employment application, this allows for that respective employer to do a background check, whether it is criminal, education, etc. This allows their previous employer to give out information contained in their personnel file.

The next meeting will be December 10th, at 8:30 a.m. at the Missouri Department of Higher Education.

The meeting was adjourned.